



America's Partner For Equal Justice

POSITION ANNOUNCEMENT EXTERNAL POSTING

POSITION:	Associate Counsel to the IG	POSTING NO: <u>#1161</u>
LOCATION:	Office of Inspector General Legal Services Corporation 3333 K Street, NW, 3 rd Floor Washington, D.C. 20007	DATE POSTED: <u>09/28/05</u> OPEN UNTIL FILLED

CLASSIFICATION: Band 3/Professional

BASIC FUNCTION: Under the supervision of the Counsel to the IG, performs all assigned legal services associated with the functions of the Office of Inspector General. In the absence of the Counsel to the IG, responsible for providing advice directly to the IG.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Provides legal and policy guidance to the OIG on issues involving all aspects of OIG functions, including audits, investigations, inspections, evaluations and the OIG's administrative operations. Exercises independent professional judgment in recognizing legal issues, determining the scope of and approach to resolving such legal issues, and reaching conclusions.

Interprets and applies the Inspector General Act, the Legal Services Corporation Act, and other laws and regulations; assists in formulating and coordinating the OIG's position on existing and proposed legislative and regulatory matters.

Assesses OIG findings and evidence to determine whether there is reasonable cause to believe there has been a violation of law. Assists in referral of alleged violations, as appropriate, to LSC management or law enforcement authorities. Provides advice to the OIG on obtaining information by subpoena and drafts necessary subpoenas.

Independently plans and conducts necessary legal research. Drafts memoranda, legal opinions, testimony, legislation and regulations, as required. Reviews OIG policies, procedures and external written communications for legal sufficiency.

Negotiates, drafts and reviews legal documents such as OIG contracts with independent contractors and other third parties.

Assists with the OIG's litigation activities and Freedom of Information Act function.

Represents the OIG at meetings with LSC management officials and staff and with outside entities.

Performs other related duties as assigned.

COMPETENCIES REQUIRED

General:

Excellent legal research and writing skills and the ability to interpret laws, regulations, policies and proposals. Ability to keep abreast of current legal issues and to comprehend trends that affect the OIG, LSC, its grantees and their clients. Conscientious, highly motivated, and able to work with a high degree of independence. Organized, ability to meet deadlines, multi-task oriented, good interpersonal and communication skills, and attention to detail.

Technical/ Specialized:

A law degree from an accredited law school, license to practice law in the District of Columbia (or eligibility to waive into the DC Bar), and four (4) years of relevant legal experience. Experience working in an Inspector General office is preferred, as is experience with the Inspector General Act, the Legal Services Corporation Act, the Freedom of Information Act, and Titles 5 and 18 of the United States Code.

SALARY AND BENEFITS

Salary range, \$83,812 to \$108,958, plus excellent benefits package.

APPLICATION PROCEDURE

Submit a detailed chronological resume, with cover letter, including salary history, to:

Legal Services Corporation
Office of Human Resources, (#1161)
3333 K Street, NW, 3rd Floor
Washington, DC 20007
Fax (202)337-6383
www.LSC.gov

Email: harts@lsc.gov

AN EQUAL OPPORTUNITY EMPLOYER

If reasonable accommodation in the application process is needed, notify Human Resources at 202-295-1571.